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ABSTRACT

This document begins with a four-page performance report describing how the Camp Verde Adult Reading Program site was relocated to the Community Center Complex, and the Town Council contracted directly with the Friends of the Camp Verde Library to provide for the requirements of the program. The U.S. Department of Education grant allowed the existing program to establish the capacity to carry out the full functions of the Laubach Literacy model. It also established and enhanced the credibility of the program within the community. Outreach efforts were made in the court probation program, local area schools, and the greater Camp Verde area. The report is augmented by attached copies of Monitor Reports. The March 6, 1991, report indicates that five of six tutors were trained and certified, three new tutor trainees were in training, 21 persons requested assistance, 11 persons received reading instruction with tutors, and recruitment efforts included posters, flyers, business cards, newsletter, and church bulletins. Attachments to this report are a financial report, sample recruitment materials, and newsletter. The September 4, 1990, report indicates that the program was operating with four tutors and lists types of recruitment efforts and ways in which the library will support the program. (YLB)

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ED 379 501

DEPARTMENT OF EDUCATION
LIBRARY LITERACY PROGRAM

PROJECT AWARD NUMBER R167A90296-89
GRANT AMOUNT - $ 13,500.00
ACTUAL EXPENDITURE $ 11,095.43
RECEIPT COST SHARE 0%
AWARD PERIOD 01/01/90 - 12/31/90

CAMP VERDE ADULT READING PROGRAM
FINAL PERFORMANCE REPORT

CAMP VERDE PUBLIC LIBRARY
TOWN OF CAMP VERDE
P.O. BOX 710
CAMP VERDE, ARIZONA 86322

PREPARED BY: DAVID A. MAYNARD, TOWN MANAGER
MARCH 29, 1991
TEL: (602) 567 - 6631

CE 062 330

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Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
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FINAL PERFORMANCE REPORT
NARRATIVE REPORT

Please refer to the attached Monitor Reports dated March 6, 1991 and September 4, 1990. Rather than rewrite the same information several times, I have kept this report very brief and made reference to the appropriate items in the monitor reports that address the concerns required in the final performance report.

1. Comparison of Actual Accomplishments to the Application Goals and Objectives:

Please refer to the attached monitor reports in which this comparison is already made in detail. The following is a summary of the comparisons:

The Library Responsibilities

The Library did not carry out its specific duties and responsibilities under this grant program in the manner provided for in the grant application. This was due to a strong personality conflict between the Library Director and the principal proponent of the program in the Friends of the Library organization. The Town Council, after lengthy consideration of viable alternatives relocated the program site to the Town Hall/ Community Center Complex and contracted directly with the Friends of the Library organization to provide for the requirements of the program. This was accomplished after consultation with the appropriate officials at the U.S. Department of Education. The State Library Division opposed the operation of the program in the Library on the grounds that it conflicted with the previously existing requirements of a 1974 LSCA Construction Grant that paid a substantial portion of the cost of construction of the Library.

The Paid Part-Time Coordinator

The original Coordinator, due to serious illness and hospitalization, was ineffective in implementing the program. It was only after his eventual decision to resign from the position and a new Coordinator was hired that the program was actually, in any real sense, implemented. Due to the requirement for monitor review only at the end of the first six months, the Town did not become aware of the extent of the problem until a point shortly before the original coordinator resigned. As a result, remedial action was not taken in a timely manner. The consequence of the delay was that the full funding was unable to be properly and effectively utilized. The new coordinator began work in May and has done an exceptionally good job of putting the program back together, along with completing its full implementation. On December 31, 1991, the program had substantially fulfilled each of the goals and objectives stated in the grant application.

Camp Verde Adult Reading Program Council

The Camp Verde Adult Reading Program Council (CVARPC) is a subset of the Camp Verde Friends of the Library. The Friends organization has existed for many years and has been instrumental in establishing adult literacy training in the community. Without their actions in this regard, the program would not exist in the community and the grant programs would be able to function in any effective manner. This community has a very high incidence of adult illiteracy or marginal literacy. The CVARPC is the most effective tool for addressing this need in our community. The Friends of the Library entered into a Services Agreement with the Town of Camp Verde to provide for the implementation of this grant program. They, in turn, utilized their CVARPC to oversee and operate the program. The Program Coordinator, Gwen Gunnell, who operated the program during the grant period from May to December, 1990 has been strongly supported by the CVARPC and is currently employed by them to continue to the program during the interim period while awaiting the start of a new grant, if awarded, on October 1, 1991.

The Town of Camp Verde

The Town Council has responded to requests from the Program Coordinators and the Friends of the Library in a timely manner that did provide full opportunity for implementation of the program on the amended grant period time schedule. The Town Council continues to support and encourage the operation of the program during the interim period and did endorse the submittal of the FY92 grant application that is pending. It is my belief that the Town Council fully appreciates the need for this program and will continue to provide strong support and encouragement for it in the future.

2. Comparison Between the Proposed and Actual Expenditures:

Please refer to the attached page at the end of the performance report which does address this item with actual cost figures. The one substantial variation in the budget was the item labeled supplies which contained an item for the purchase of a computer. After substantial feasibility consideration, and based upon the anticipation of a donation of a computer during the latter part of calendar year 1991, the computer was not purchased. In lieu of it, after review both locally and with the U.S. Department of Education staff by telephone, a television and vcr machine were purchased. These are more basic levels of capability than a computer but the computerized system is substantially ahead of the easy assimilation ability of the population in this area. The basis for this decision was that one must walk before one runs. In my opinion, it was a wise decision.

3. **Impact of the Federal Project on the Ongoing Program:**

The grant allowed the pre-existing program to establish the capacity to carry out the full functions of the program model that was being used (Laubach). The purpose of the grant was two-fold. The first was to fully establish the capacity of the community to carry out an adult literacy program. The second was to establish and enhance the credibility of the program within the community. Both of these purposes were very successfully met. The program now has an outreach function into the court probation program, the local area schools and the greater Camp Verde area. The number of persons being served by the program has continued to increase each month at a slow but steady rate.

4. **Provide Specific Details of Activities Undertaken:**

Please refer to the attached monitor reports and the Friends of the Library Progress Reports. All of the details are thoroughly addressed in these reports.

5. **Names and Locations of Volunteering Services:**

The Friends of the Library continues to be the primary contributor. They are located in Camp Verde, Arizona. The Camp Verde Kiwanis Club has also been a supporter including funding. Beyond this, there are several hundred private individuals who have volunteered services or donated funds to the on-going program.

6. **Amounts and Types of Materials Acquired:**

Please refer to the attached Monitor Reports and Progress Reports for this information. A detailed schedule of materials acquired can be provided on request, as appropriate.

7. **Names and Locations of Libraries Supporting Literacy Programs In Their Facilities:**

Prescott Valley, Arizona provides space for their Literacy Program in their Library. Although there may be others in the area, I am unaware of them. The State Library Division position of not supporting such location makes this difficult at best.

8. **The Number of Volunteers Trained to Serve Local Literacy Program:**
and
9. **The Number of Adults Participating as Students in the Program:**

Please see the attached Monitor Reports and Progress Reports for detailed addressing of this item.

Please advise if there are any items that require additional information. The Town will be prepared to address any other concerns.

David A. Maynard
Town Manager
March 29, 1991

FINAL EXPEDITURE
TO BUDGET COMPARISON
January - December 1990
CAMP VERDE ADULT READING PROGRAM
DEPT OF EDUCATION NO. R167A90296-89

	BUDGET	TOTAL	BALANCE
SALARY	$ 7,700.00	$ 6,979.80	$ 720.20
FRINGE BENEFITS	850.00	131.65	718.35
TRAVEL	745.00	246.43	498.57
EQUIPEMENT	- 0 -	- 0 -	- 0 -
SUPPLIES	1,000.00	993.28	6.72
CONTRACT SERVICES	- 0 -	- 0 -	- 0 -
LIBRARY MATERIALS	340.00	345.25	(5.25)
OTHER	2,865.00	2,399.02	465.98
TOTALS	$ 13,500.00	$ 11,095.43	$ 2,404.57

MONITOR VISIT - LIBRARY LITERACY PROGRAM

MARCH 6, 1991

PRESENT: Gwenn Gunnell, Robin Garello, Dave Maynard

REVIEW ITEMS

Accounting: Reviewed February 28, 1991 after completion of program. Grant total $13,500.00 - Actual expenditures $11,094.83. See attached sheet for accounting summary. Significant variances in salary, fringe benefits and travel resulted from lag time between start of program and availability of coordinator due to serious medical problem (hospitalized). The balance unexpended in the "Other" category is the result of a joint evaluation of available software and the use of local facilities for tutor training which made expenditure of the travel funds unnecessary. The PALS program system is being reviewed at no cost to this program.

Excess funds: As a result of strong recommendation from Faye Lloyd, Secondary Education Reading Specialist, this program used start-up funding to acquire a television, VCR and Adult Literacy Training tapes and manuals. This was in lieu of computerization at this time which was deemed premature. Verbal review and approval from U.S. Department of Education.

Facilities: As a result of problems encountered with handicap accessibility conversion requirements, the program was relocated to alternative facilities in the Town Hall, which is handicap accessible.

Personnel: See September 4, 1990 Monitor Visit report attached. No Changes.

REVIEW BY PROGRAM OBJECTIVE

1) <u>THE LIBRARY WILL RECRUIT AND HIRE A PAID, PART TIME PROGRAM COORDINATOR WHO WILL ASSIST IN CVARP COUNCIL</u>

This is already addressed in September 10, 1990 Monitor Visit Report. There has been no change in personnel since.

a. RECRUITING TUTORS AND STUDENTS

See September 10, 1990 report for tutor summary through August 31, 1990. Since that point, five (5) of the six (6) who were taking the tutor training program have completed the program and have been certified.

In addition to those five (5), the four(4) active in September remain active and nine other trained and certified tutors have come back into the program. This is a total of eighteen (18) tutors who are trained, certified and available for active assignment as of December 31, 1990. In addition, three (3) new tutor trainees are in training and four (4) persons wishing to start are scheduled for the next intensive training session.

STUDENTS IN PROGRAM THROUGH RECRUITMENT:

Please refer to same section of September 10th report. The one tutor who failed to file required documentation as of that date, has since done so. As a result, tutor/student or assessment/referral cases are documented in compliance with program file requirements.

Full Year Statistics

21 persons requested assistance
11 persons received reading instruction with tutors
4 persons were referred to GED tutoring and other sources
4 persons were referred to other programs due to location, subject material or primary/secondary school age of client
1 relocated outside of program area
1 left program before assignment to tutor

RECRUITMENT EFFORTS:

In addition to the items listed in the September 10th report, the program has initiated use of posters, flyers, business cards, newsletter and church bulletins along with reference and flyer in a literacy survey. Graphic arts work was donated but materials and printing were grant costs. Newspaper articles and an editorial resulted from active cooperation with the media.

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b. LINKING STUDENTS AND TUTORS:

Students and tutors were interviewed, the skills and needs of each assessed and appropriate matches were provided for by the program coordinator. No tutor-student linkage failures occurred. All drop-outs were interviewed and reasons for withdrawal documented. No problems related to tutor-student linkage indicated.

Determining level of Literacy Training Needed by Student (Assessment)

Faye Lloyd, a Secondary School reading specialist, provided direct, personal assessment and/or assessment review in conjunction with the program coordinator. All 21 potential students were evaluated and an assessment report is in the file for each.

Keeping Records: Maintained Students progress

Student Files: Five students files checked at random.

	Assess. Rept.	Attendance Rept.	Registration	Intake	Test
a.	*	5 sets **	X	X	1st Level
b.	X	4 sets	X	X	1st Level
c.	x	6 sets	X	X	1st&2nd Level
d.	***	4 sets	X	X	N/A
e.	X	3 sets	X	X	1st Level

*Prior year student re-entered program - no assessment report required

**Each set represents one calendar month in program.

***Assessment was done although no report resulted due to total lack of skills - notation was made in file on the registration evaluation form. A separate memo will be added to file.

Recommended that a specific, separate record of each item be maintained. All items should be attached to the file folder to avoid loss of, or misplacement of file entries.

Tutor Files: Three tutor files were checked at random.

	Evaluation Data Form	Certification Data	Student Assignments
a.	X	X	X
b.	X	Professional Certification by State	X
c.	X	X	X

Tutor files are very sparse. However, activity sheets and student evaluations are contained in the students files. Considering the size of this program, the linkage between the files is reasonable and duplicate filing is not essential.

e. See 1.a. above for information on publicity. Locating space - provided b Service Agreement

f. COMPUTER AND SOFTWARE

The computer and software were not purchased due to the potential availability of no cost hardware through a third party in conjunction with the Pals Program. As extensive evaluations were already underway through two other agencies, it was not deemed appropriate or necessary to proceed at this time. The evaluations were received too late to proceed with purchasing through 1990 grant. (evaluation of materials)

SECOND PHASE MONITOR VISIT OF LIBRARY LITERACY PROGRAM

MARCH 11, 1991

PRESENT: Gwen Gunnell, Dave Maynard

2: LIBRARY SUPPORT OF THE COORDINATOR

a. TUTOR TRAINING WORKSHOPS

Lauback Basic training Workshop - 12 hours, September 15 and 22, 1990 with 3 new trainees plus 2 refresher reviews - 5 certificates

Additional one-on-one training for the new tutors in conjunction with first student assignments is on-going.

Local training session using Lauback Video Training Cassette Course for 2 new tutor trainees. No certificates issue.

b. DEVELOPING PUBLICITY FOR PROGRAM:

see 1.a. Recruitment Efforts

c. DEVELOPING GOALS AND STRATEGIES TO RECRUIT STUDENTS AND VOLUNTEER TUTORS

Priority goal was to recruit students. Direct, regular word of mouth referral from participants were used.

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Secondary goal was to recruit tutors in timely manner to assure adequate training before assignment of students. Focus of efforts was on targeted recruitment of individuals previously expressing interest and their referrals.

d. DEVISING AN EVALUATION PROCESS TO PLACE A STUDENT IN THE PROGRAM BEST SUITED TO SERVE HIS/HER NEEDS:

The program has a volunteer assessment evaluator/counselor, Fay Lloyd, who is retired secondary school reading specialist with familiarity with the several different types of reading programs. she assists the program coordinator in providing full and often detailed student assessments. Mrs. Lloyd, in conjunction with the program coordinator has referred approximately 20% to GED programs, 55% to this program and the balance to similar programs in other areas.

e. PURCHASING MATERIALS:

Materials for both were purchased based upon Lauback suggested materials for various reading skill levels. All materials are inventoried and tracked relative to usage. Inventory from all sources exceeds 100 pieces and is constantly being expanded. Tutor manuals and training materials are also purchased.

f. PUBLISHING A NEWSLETTER

The first issue was published in mid-summer. It is hoped that this will grow into a regular, quarterly publication. Copy attached.

3) <u>LIBRARY WILL ASSIST LITERACY EFFORTS</u>

a. PURCHASING AND AVAILABILITY OF HIGH INTEREST/LOW LEVEL BOOKS AND MATERIALS.

CVARP Council has worked with the program coordinator and tutors to develop a basic reading collection.

b. PURCHASING CASSETTE TAPES AND/OR VIDEO CASSETTES FOR LITERACY TRAINING

The audio/video cassettes were evaluated and a total of 10 video tapes were purchased through the grant program. The tapes have been in very active use.

c. SERVING AS A CONTACT POINT FOR TUTORS, STUDENTS AND COORDINATORS

Telephone contact and referral services link the library and the literacy program.

d. PROVIDING A ROOM IN THE LIBRARY FOR PROGRAM USE

Alternative space was provided in the Town Hall Complex. The alternative space provided is adequate but is still separated from the library.

e. MAKING AVAILABLE AUDIO/VISUAL EQUIPMENT LOCATED IN LIBRARY, INCLUDING VCR AND MONITOR, FOR USE IN LITERARY TRAINING BY STUDENTS AND TUTORS:

The Reading Program, through the grant, purchased a VCR and Monitor that is located in reading room and gets regular and very active use. The separate facilities from the Library made use of the Library's equipment impractical.

Fiscal year to period ending 02/28/1991

Fd	Dept	Gls	Date	Trans cd	Jnl	Source	Description	Debit	Credit	Balance	***
08	83-00	6000	SALARY				Beginning balance			.00	
			07/27/90	625T	LABOR		Labor summary	339.20			
			08/31/90	782T	GJNL		CORRECT P/R CODING/G. GUNNELL	678.40			
			08/31/90	782T	GJNL		CORRECT P/R CODING/G. GUNNELL	169.60			
			09/05/90	783T	GJNL		CORRECT P/R CODING/G. GUNNELL	339.20			
			09/21/90	792T	LABOR		Labor summary	339.20			
			09/30/90	854T	GJNL		ACCRUE FULL PAYROLL 9/16-9/29	339.20			
			10/03/90	816T	LABOR		Labor summary	339.20			
			10/17/90	843T	LABOR		Labor summary	339.20			
			10/22/90	859T	GJNL		REVERSE PAYROLL ACCRUAL 9/90		339.20		
			10/31/90	869T	LABOR		Labor summary	339.20			
			10/31/90	886T	GJNL		PAYROLL ACCRUAL (OCT. 28 - 31)	70.00			
			11/07/90	887T	GJNL		REVERSE PAYROLL ACCRUAL		70.00		
			11/14/90	905T	LABOR		Labor summary	339.20			
			11/28/90	945T	LABOR		Labor summary	339.20			
			11/30/90	971T	GJNL		PAYROLL ACCRUAL (11/26-11/30)	120.00			
			12/03/90	972T	GJNL		REVERSE PAYROLL ACCRUAL		120.00		
			12/12/90	982T	LABOR		Labor summary	339.20			
			12/21/90	1010T	LABOR		Labor summary	339.20			
			12/31/90	1047T	GJNL		PAYROLL ACCRUAL (12/22-31/90)	240.00			
			12/31/90	1059T	GJNL		ALLOCATE EXP.TIMING-PAYROLL	99.20			
			01/09/91	1039T	LABOR		Labor summary	339.20			
			01/14/91	1046T	GJNL		REVERSE PAYROLL ACCRUAL		240.00		
			01/22/91	1060T	GJNL		CORRECT TIMING ERRORS		99.20		
							Ending balance	5,447.60	868.40	4,579.20	***
08	83-00	6010	TRAVEL				Beginning balance			.00	
			10/26/90	865T	PURCH		GWEN GUNNELL	68.16			
			12/31/90	1029T	PURCH		GWEN GUNNELL	178.27			
							Ending balance	246.43	.00	246.43	***
08	83-00	6011	TRAINING				Beginning balance			.00	
			08/31/90	787T	GJNL	342	PURCHASING TO EXPENSE	25.00			
			10/31/90	882T	GJNL	364	PURCHASING TO EXPENSE	57.49			
			10/31/90	882T	GJNL	365	PURCHASING TO EXPENSE	43.20			
			10/31/90	882T	GJNL	370	PURCHASING TO EXPENSE	12.00			
			11/01/90	877T	PURCH		LAUSACH LITERARY INSTITUTE	62.55			
			11/15/90	917T	PURCH		NEW READER'S PRESS	62.55			
			11/30/90	999T	GJNL		RECODE FROM 6042	861.69			
			11/30/90	999T	GJNL		RECODE TO 6090		100.69		
			12/03/90	962T	PURCH		NEW READER'S PRESS		62.55		
			12/31/90	1038T	GJNL	443	VNB - M/C	16.57			
			12/31/90	1059T	GJNL		INDEPENDENT COPIER	58.30			
			12/31/90	1091T	GJNL	455	A. GUNNELL	17.02			
			01/15/91	1051T	PURCH		INDEPENDENT COPIER SERVICE	58.30			
			01/22/91	1060T	GJNL		CORRECT TIMING ERRORS		58.30		
							Ending balance	1,274.58	221.54	1,053.04	***
08	83-00	6040	OFFICE SUPPLIES				Beginning balance			.00	
			05/14/90	719T	GJNL		CODING CORRECTION	8.99			

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Fiscal year to period ending 02/28/1991

Fd	Dept	Gla	Date	Trans cd	Jnl	Source	Description	Debit	Credit	Balance	***
08	83-00	6040					**Continued**				
			10/26/90	865T	PURCH		FRIENDS OF THE LIBRARY	56.85			
			10/31/90	882T	GJNL	375	PURCHASING TO EXPENSE	26.55			
			11/19/90	939T	GJNL		COPIER PAPER FOR LIBRARY LIT.	7.98			
			11/30/90	973T	GJNL	387	BIZMART	86.47			
			11/30/90	989T	GJNL		RECODE TO 6041		52.86		
			12/27/90	1018T	PURCH		CAMP VERDE ELEMENTARY SCHOOL	76.00			
			12/31/90	1035T	GJNL		TRANSFER PAPER TO ADULT LIT.	19.95			
			12/31/90	1091T	GJNL	455	G. GUNNELL	22.03			
							Ending balance	316.79	52.86	263.92	***
08	83-00	6041	PRINTING				Beginning balance			.00	
			10/26/90	865T	PURCH		ROBIN GARELLO	5.98			
			11/30/90	989T	GJNL		RECODE FROM 6040	52.86			
			12/12/90	990T	PURCH		STARLIGHT PUBLISHING	60.05			
			12/12/90	990T	PURCH		STARLIGHT PUBLISHING	233.74			
			12/12/90	990T	PURCH		STARLIGHT PUBLISHING	145.33			
			12/27/90	1018T	PURCH		CAMP VERDE ELEMENTARY SCHOOL	43.95			
			12/31/90	1038T	GJNL	445	FRIENDS OF THE LIBRARY	26.18			
			12/31/90	1059T	GJNL		STARLIGHT PUBLISHING	26.49			
			01/15/91	1051T	PURCH		STARLIGHT PUBLISHING	26.49			
			01/22/91	1060T	GJNL		CORRECT TIMING ERRORS		26.49		
							Ending balance	621.07	26.49	594.58	***
08	83-00	6042	BOOKS/TAPES/PUBLICATIONS				Beginning balance			.00	
			09/30/90	825T	GJNL	409	PURCHASING TO EXPENSE	202.03			
			11/26/90	942T	PURCH		NEW READER'S PRESS	446.05			
			11/28/90	955T	PURCH		NEW READER'S PRESS	213.52			
			11/30/90	989T	GJNL		RECODE TO 6011		861.60		
			12/31/90	1033T	PURCH		NEW READER'S PRESS	336.25			
			12/31/90	1091T	GJNL	456	TRANSAMERICA	9.00			
							Ending balance	1,206.85	861.60	345.25	***
08	83-00	6080	POSTAGE				Beginning balance			.00	
			08/31/90	787T	GJNL	402	PURCHASING TO EXPENSE	50.00			
			10/26/90	865T	PURCH		ROBIN GARELLO	10.00			
			11/30/90	972T	GJNL	437	U.S. POSTMASTER	25.00			
			12/31/90	1038T	GJNL	442	U.S. POSTMASTER	15.00			
							Ending balance	100.00	.00	100.00	***
08	83-00	6088	OFFICE EQUIPMENT				Beginning balance			.00	
			08/31/90	787T	GJNL	401	PURCHASING TO EXPENSE	85.38			
			10/31/90	882T	GJNL	376	PURCHASING TO EXPENSE	586.83			
			10/31/90	882T	GJNL	377	PURCHASING TO EXPENSE	37.23			
			12/12/90	990T	PURCH		FRIENDS OF THE LIBRARY	66.34			
			12/31/90	1038T	GJNL	447	PRICE CLUB	174.95			
			12/31/90	1038T	GJNL	448	GWEN GUNNELL	42.55			
							Ending balance	993.28	.00	993.28	***
08	83-00	6090	TRAVEL *M*				Beginning balance			.00	

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Fiscal year to period ending 02/28/1991

Fd	Dept	Gla	Date	Trans cd	Jnl	Source	Description	Debit	Credit	Balance	***
08	83-00	6090					**Continued**				
			12/30/90	1030T	PURCH		FAY LLOYD	27.46			
			12/30/90	1084T	PURCH		BEA RICHMOND	11.52			
			12/30/90	1084T	PURCH		JOYCE FLITTNER	38.40			
			12/30/90	1084T	PURCH		GEORGIA FLITTNER	38.40			
			12/30/90	1084T	PURCH		DAVID MCBURNETT	91.20			
							Ending balance	207.67	.00	207.67	***
08	83-00	7012	WORKMANS' COMPENSATION				Beginning balance			.00	
			02/07/91	1093T	PURCH		STATE COMPENSATION FUND	9.58			
							Ending balance	9.58	.00	9.58	***
08	83-00	7013	MEDICAID				Beginning balance			.00	
			07/27/90	626T	PAYRL		P/R summary	4.92			
			08/31/90	782T	GJNL		CORRECT P/R CODING/G. GUNNELL	2.45			
			08/31/90	782T	GJNL		CORRECT P/R CODING/G. GUNNELL	9.84			
			09/05/90	783T	GJNL		CORRECT P/R CODING/G. GUNNELL	4.92			
			09/21/90	793T	PAYRL		P/R summary	4.92			
			10/03/90	817T	PAYRL		P/R summary	4.91			
			10/17/90	844T	PAYRL		P/R summary	4.92			
			10/31/90	870T	PAYRL		P/R summary	4.92			
			11/14/90	906T	PAYRL		P/R summary	4.92			
			11/28/90	946T	PAYRL		P/R summary	4.92			
			12/12/90	983T	PAYRL		P/R summary	4.92			
			12/21/90	1011T	PAYRL		P/R summary	4.91			
			12/31/90	1059T	GJNL		PAYROLL	4.92			
			01/09/91	1040T	PAYRL		P/R summary	4.92			
			01/22/91	1060T	GJNL		CORRECT TIMING ERRORS		4.92		
							Ending balance	71.31	4.92	66.39	***
08 - FEDERAL GRANT P							Beginning balance			.00	
							Ending balance	10,595.15	2,035.81	8,559.34	***
Excess revenue over (under) expenditure									(	8,559.34)	
** Report total **							Beginning balance			.00	
							Ending balance	10,595.15	2,035.81	8,559.34	***

Number of lines printed = 144

*** End of report ***

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Fiscal year to period ending 06/30/1990

Fd	Dept	Gla	Date	Trans cd	Jnl	Source	Description	Debit	Credit	Balance	***
08	80-84	1100	OLD SALARY				Beginning balance			.00	
			05/01/90	383T LABOR			Labor summary	2,080.00			
			05/18/90	453T LABOR			Labor summary	320.00			
			05/29/90	503T PAYRL		41	KEIM, ROBERT C		320.00		
			06/01/90	500T LABOR			Labor summary	320.00			
							Ending balance	2,720.00	320.00	2,400.00	***
08	80-84	1120	OLD MEDICAID				Beginning balance			.00	
			05/04/90	384T PAYRL			P/R summary	30.16			
			05/18/90	455T PAYRL			P/R summary	4.64			
			05/29/90	503T PAYRL		41	KEIM, ROBERT C		4.64		
			06/01/90	501T PAYRL			P/R summary	4.64			
							Ending balance	39.44	4.64	34.80	***
08	80-84	1180	OLD UNEMPLOYMENT INSURANCE				Beginning balance			.00	
			06/30/90	684T GJNL			UNEMPLOYMENT INSURANCE	20.88			
							Ending balance	20.88	.00	20.88	***
08	80-84	4150	OLD OFFICE SUPPLIES				Beginning balance			.00	
			06/30/90	685T GJNL	315		PURCHASING TO EXPENSE	79.81			
							Ending balance	79.81	.00	79.81	***
08	- FEDERAL GRANT P						Beginning balance			.00	
							Ending balance	2,960.13	324.64	2,535.49	***
Excess revenue over (under) expenditure									(	2,535.49)	
** Report total **							Beginning balance			.00	
							Ending balance	2,960.13	324.64	2,535.49	***

Number of lines printed = 29 *** End of report ***

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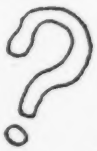

- improve your reading and writing skills
- open to adults over 18 yrs. of age, not currently enrolled in school & read at a 4th grade level or lower
- one-on-one tutoring
- YOU set the goals
- YOU set the pace

CAMP VERDE ADULT READING PROGRAM

EFFECTIVE • CONFIDENTIAL • FREE

If you or someone you know is interested in learning more about this program, call or write for further information:

Camp Verde Adult Reading Program

P.O. Box 733, Camp Verde, AZ 86322

(602) 567-3187

Sponsored by The Friends of the Camp Verde Library in cooperation with the Town of Camp Verde.
Funded by a $13,500 grant awarded by the Department of Education LSCA Title VI.

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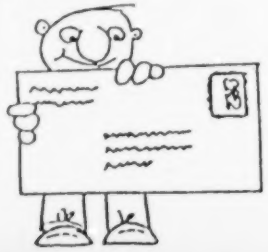

Sometimes, missing out on important information can be the result of a reading or writing problem.

In our advanced age of electronics, atomic wonders and color television, *reading* is still the fundamental process of communication. Reading ability is the most important factor of success in many fields today.

When you learn to read or improve your reading skills, you expand your vocabulary, acquire wider knowledge, and even increase the rate at which you read.

Improving your reading and writing skills will enable you to accomplish more and increase your self-confidence.

If you're ready to read, volunteers for the ***Adult Reading Program*** can help you. We provide individual tutoring to help *YOU*, as an individual.

The reading program is open to all adults, over 18 years of age, who are not currently enrolled in school and read at a fourth grade level or lower.

Learning sessions are:

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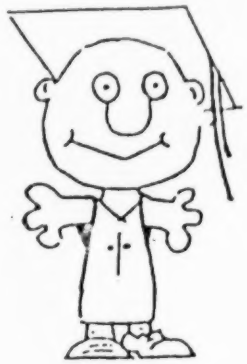
- On a one-to-one basis ~ relating to the needs, interests and experiences of the learner
- Strictly confidential
- Meeting times arranged as needed
- and most importantly of all, they are *effective!*



THE *C*V*A*R*P* NEWS
Summer of 1990

The Camp Verde Adult Reading Program Newsletter
P. O. Box 733, Camp Verde, AZ 86322

"Slow, but sure," describes the turtle and the Camp Verde Adult Reading Program (CVARP)! However, we, at CVARP, are beginning to reach some long established goals on the way to winning the race against adult illiteracy. Read on for the latest NEWS about our progress:

* We have a new part-time coordinator, Gwen Gunnell, who was selected to replace Bob Keim after he resigned in May due to health problems. We wish Bob "good health" and appreciate all his efforts as our coordinator. Thanks, Bob! Welcome, Gwen!

* We now have a "location" with the room made available by the Town of Camp Verde at the Community Center (old high school gym) on Lane Street. Our equipment and furnishings which had been stored for 2 years were moved in, cleaned and installed by volunteers. Independent Copier Service donated the labor to make our copy machine work like a charm. "The Room" is used for meetings of CVARP Council, work area for volunteers and the coordinator, storage for literacy materials and supplies, AND, for individual student tutoring sessions.

* Yes, tutoring has been in process on a small scale. Student information is confidential, however, we can say that some student tutor match-ups have been able to experience the thrill of progress and reading!

* Student recruitment is priority! Publicity is a key! Announcements have gone out to radios and newspapers. Contacts have been renewed with various referral agencies that have expressed a need for the program. Volunteers are working to get the word out and the students in. The greatest effort will come from prospective students, who must have the courage to come forth and seek the help CVARP can provide. If you know prospective students, please encourage them to call Gwen at 567-4155.

* More good news is evident by the enclosed brochure announcing the program. The lay-out and design are the work of a volunteer; we are grateful for the help and delighted with the results. These first few copies are going out to you to pass around now!

* For all who have expressed a desire to become certified as a volunteer tutor, a tutor trainer is coming to Camp Verde to conduct a 12 hour Basic Laubach Literacy Tutor Training Workshop! The earliest, and only, date available is September 15th and 22nd, for six hours each day. It has been very difficult to find a trainer who is not booked through the end of the year, so, PLEASE, take advantage of this opportunity to become a certified tutor. Complete and return the enclosed registration form right away.

* If you are already certified as an LLA tutor and want to become a tutor trainer, the September workshop is a good time to get in some training hours. Let us know soon and we will arrange for your participation in the workshop. Call Gwen at 567-4155.

That's the NEWS from CVARP, which is sponsored by the FRIENDS OF THE CAMP VERDE LIBRARY and is funded in part by a Library Services and Construction Act Title VI grant.

When you volunteer as a tutor to help an adult improve their reading skills, you may help a father learn to read to his children or complete an application for a better job. You may help a mother learn to read a recipe or write a letter. You may help a young adult, or an older adult, learn to read a book, enjoy a magazine or keep up on current events with a newspaper. You WILL help another adult experience the freedom that reading can bring. The only degree you need to volunteer as a tutor is a degree of caring.

THE CAMP VERDE ADULT READING PROGRAM (CVARP) WILL PRESENT THE 12 HOUR BASIC LAUBACH LITERACY ACTION (LLA) TUTOR TRAINING WORKSHOP IN TWO SESSIONS FOR CERTIFICATION AS AN LLA VOLUNTEER TUTOR.

WHEN: SATURDAY, SEPTEMBER 15, 1990
AND
SATURDAY, SEPTEMBER 22, 1990

It has been very difficult to find a trainer who is not booked through the end of the year. This is the earliest, and only, date CVARP could arrange. So, PLEASE, whether you plan to start tutoring now or later, take advantage of this opportunity.

WHAT TIME: 9:00 AM TO 12 NOON AND 1:00 PM TO 4:00 PM EACH DAY

There will be morning and afternoon breaks. You may bring a bag lunch or choose to eat lunch at one of several restaurants within walking distance.

WHERE: CVARP ROOM IN THE COMMUNITY CENTER (old High School Gym)
ON EAST LANE STREET, CAMP VERDE, ARIZONA.

COST: $5.00 REGISTRATION FEE WHICH INCLUDES THE TRAINING MANUAL.
(Any other supplies needed will be furnished.)

QUESTIONS: Call Gwen at 567-4155 for more information.

CVARP is sponsored by FRIENDS OF THE CAMP VERDE LIBRARY and funded in part by a Library Services and Construction Act Title VI grant.

----------clip and return this lower portion----------

Reservation for 12 Hour Basic Laubach Literacy Action Tutor Training Workshop for September 15 and 22, 1990, Camp Verde, Arizona.

Registration fee of $5.00 may be included or paid at the beginning of training.

NAME :_____

ADDRESS:_____

PHONE:_____

Please return this reservation by SEPT. 8, 1990 to:

CVARP
P. O. Box 733
Camp Verde, AZ 86322

MONITOR VISIT - LIBRARY LITERACY PROGRAM

SEPTEMBER 4, 1990

PRESENT: Gwen Gunnell and Dave Maynard

REVIEW ITEMS

Accounting: Not reviewed at this time.
Gwen is not receiving the monthly printouts for the program accounts-Friends are not receiving printouts either. (Bob Baird, President, Friends of the Library, P.O. Box 733, Camp Verde, AZ 86322 for both)

Excess Funds: Possible Uses Requested

Adult Literacy Training Tapes and Books - NTE $500 - Basic Program
English as a second language

Telephone and Answering Machine - NTE $130

VCR & Monitor - NTE $665

Facilities: Room tends to be overly hot during summer afternoons. The Town did not agree to provide air conditioners, however, the Town does not object to the cost (electricity) paid for operation. Not an issue, but still a concern.

Personnel: Bob Keim - per approval of Department of Education
Gwen Gunnell - per stipulated procedure - file complete - no problems

Computer: Waived and request for alternative use of "excess funds" as noted

SECOND PHASE MONITOR VISIT AT LITERACY OFFICE

SEPTEMBER 10, 1990 - 10:00 A.M.

Present: Gwen Gunnell, Program Coordinator and Dave Maynard, Town Manager

1) <u>THE LIBRARY WILL RECRUIT AND HIRE A PAID, PART TIME PROGRAM COORDINATOR WHO WILL ASSIST THE CVARP COUNCIL</u>

Original Coordinator - Bob Keim carried forward into program approved by LSCA grant administrator

Gwen Gunnell replaced Bob Keim on May 14, 1990 by Town personnel process provided through friends of the Library (grant services agreement party)

File is complete and procedure properly carried out.

a. RECRUITING TUTORS AND STUDENTS

Originally 12 tutors - 4 left area, 4 lost interest or became discouraged, four have continued as active, trained tutors. Since report, one of the discouraged has returned to active involvement. Those who are actively involved and maintain a strong level of commitment tend to stay with the program. Those who are not actively involved after a period of time tend to lose interest. These are fully trained and certified tutors. Also, since the report, one more tutor has moved away. This leaves a total of four fully certified tutors as of this date. There are an additional 6 persons in the process of completing their training and certification through Lauback Literacy Action (Syracuse, NY). The trainer is coming from Prescott Valley, Arizona. The Program Coordinator is also beginning on the Apprenticeship for the trainer program. Others have indicated interest but no commitment as of this point.

b. STUDENTS IN PROGRAM THROUGH RECRUITMENT ORIGINALLY INVOLVED IN PROGRAM PRIOR TO GRANT BUT ONGOING:

Indirect Program Referral: 3 Spanish speaking adults
1 Spanish speaking family

Tutor reported that she does not like the program reporting requirements, we have no documentation from tutor at this time.

c. CARRYOVERS INTO ACTIVE PROGRAM:

* One - Started, but didn't finish, stroke victim
* Two - Started, but didn't finish, motivational problems - dropped out in March
* Two Adults, in program, one is on book one, one is on book two.
* One adult in assessment phase, anticipate book one
* One adult, too advanced for the basic program, being referred to an advanced program, if unavailable a local program volunteer will assist.
* June 1 - evaluated, but due to circumstances of the individual did not receive placement in program (circumstances conflicted with program capabilities-schedule)

d. RECRUITMENT EFFORTS:

* Through the Newspaper - One line add(Pre-dated program)
* Through Handouts - Small Handouts (Pre-dated program)
* Through Schools - Parent/Teacher Conferences & Principal
* Through the Telephone - Reaction Contacts
* Through the Radio - New, ongoing Public Service Announcements
* Through Y.C. Probation - Regular ongoing program contacts not paid for through grant - 1,000 in March through the Parent/Teacher Conferences
* Schools - Letters and packets to all three principals and Superintendent. Also, to the Title I Reading Program teacher and through the "HOMER" home family reading program.

e. SEE ABOVE FOR PUBLICITY.

f. LOCATING SPACE - PROVIDED PER SERVICE AGREEMENTS.

g. SOFTWARE AND COMPUTER MOVED TO LOWER PRIORITY DUE TO BETTER ALTERNATIVES.

2) <u>THE LIBRARY WILL SUPPORT THE COORDINATOR AND THE CVARP COUNCIL IN:</u>

a. PROGRAM COORDINATOR HAS TAKEN RESPONSIBILITY FOR SEPTEMBER 15th - One tutor training workshop only

b. AS ABOVE - PROGRAM COORDINATOR AND FRIENDS OF THE LIBRARY HAVE TAKEN RESPONSIBILITY

c. GOALS AND STRATEGIES FOR RECRUITMENT: AS ABOVE - PROGRAM COORDINATOR THROUGH THE PROGRAM

d. EVALUATION AND ASSESSMENT - Excellent capability through volunteer.

e. PURCHASING MATERIALS - Program order dates September 10 for workshop materials and limited supplemental materials for program. Program materials are adequate although basic, and not particularly up to date. More current and advanced materials are needed.

f. NEWSLETTER - First copy published late summer, this is intended to be occasional, as appropriate to enhance awareness of the program.

3) THE LIBRARY WILL ASSIST THE LITERACY EFFORTS BY:

a. Collection of high interest/low level books and materials. Library emphasis to be developed in new budget year program.

b. Purchasing cassette tapes and/or video cassettes for literacy program - purchased through the Friends of the Library and through grant funds

c. Library as Contact Point for Tutors, Students and Coordinator - this is not happening. A significant problem is changing attitudes at local library, County Library District and State Library regarding LSCA construction funding and LSCA Title VI.

d. Room in Library - Due to the problems referenced in 3), c. above, the room provided is in the Old High School Complex, now owned by the Town and now called the Community center. This has contributed to the Literacy Programs start-up difficulties.

e. Making available A/V equipment presently at library - not done - see 3), c. and 3) d. above resulting in recommendation /request for change of use for part of remaining funds. These are critical needed items of equipment for the ongoing program. There are varying needs for tutor assistance versus self-help through video and cassette sources. Also provides refresher training for tutors for various levels of training.

OVERALL ASSESSMENT: Page 13 of Grant Application

To Coordinator: Do you feel the balance of year will produce the additional results required to meet grant goals for tutors and students in program?

Coordinator: Tutors - 10 trained and active
Students-10 at various levels active on December 31st. - 20 total program year

Question: Monitoring of volunteers

Coordinator: Very difficult but trying to do it.

Question: Source of Public Awareness

Coordinator: Survey, if possible, as well as direct comments.

Question: Keep Records on dropout causes

Coordinator: Yes, since taking over and seeking follow-up from former coordinator.

Question: Evaluation computer software programs

Coordinator: Previously addressed, not feasible at this time.

Question: Written evaluation of the program. Do you keep a journal or daily record?

Coordinator: Yes, displayed a daily record book.

We encourage anyone in need of this service to give us a call.

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If you, a friend, a relative, or someone else you know is interested in learning more about the **Adult Literacy Program**, please contact us.

For further information, please call:

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or the
Camp Verde Public Library
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<u>You</u> set the goals.

<u>You</u> set the pace.

The
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- It's effective.
- It's confidential.
- It's free.

Services in-kind were provided by: Town of Camp Verde and The Friends of the Library

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$13,500 which represents 100% of the Out-of-Pocket LIBRARY LITERACY PROGRAM U.S. Department of Education

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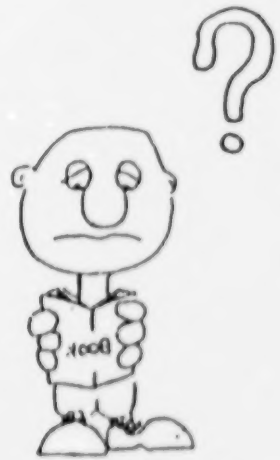

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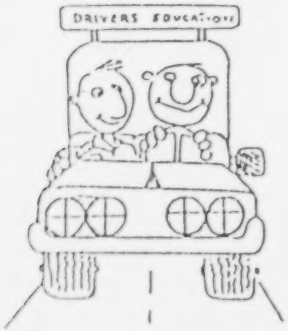

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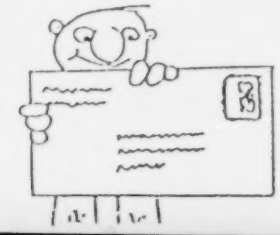

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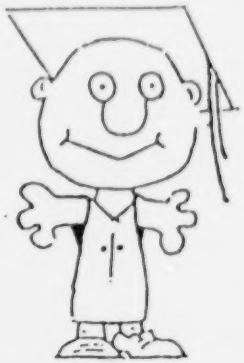

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